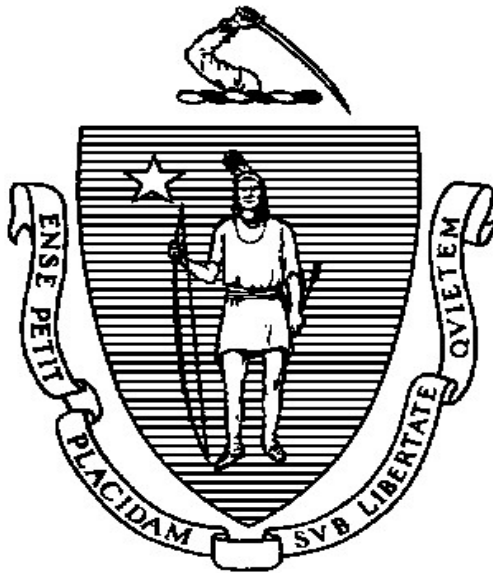


***Massachusetts Public Safety Fire Investigator  
Certification Coalition***

# **Fire Investigator Certification System**

## **Application Package For Recertification**



Massachusetts Fire Training Council  
Massachusetts State Police  
Municipal Police Training Committee

# **The Massachusetts Public Safety Fire Investigator Certification Coalition**

The Massachusetts Public Safety Fire Investigator Certification Coalition (MPSFICC) is duly authorized by the Secretary of Public Safety as a cooperative entity comprised of the Massachusetts Fire Training Council, the Municipal Police Training Committee, and the Massachusetts State Police. The purpose of the Coalition is to provide a comprehensive Fire Investigator certification program to eligible individuals of the Commonwealth. The Massachusetts Firefighting Academy has been designated as the entity to administer this program.

## **Fire Investigator- Recertification**

In order to become recertified as a Fire Investigator, the Coalition certified Fire Investigator must fulfill the requirements as follows.

Step 1- Submission of a completed application.

Step 2- Submission of an affidavit the candidate for recertification is currently assigned to the position of Fire Investigator, has held such position for at least two (2) years immediately preceding the candidate's application date, and the candidate is of good moral character.

Step 3- Submission of documentation the candidate has completed at least fifty (50) hours of approved fire investigation training during the preceding 5 years.

Step 4- Submission of three (3) complete fire/explosion investigation reports the candidate has participated and written within the preceding 5 years.

Step 5- Submission of a certification fee as established by the Coalition (\$30.00).

## **APPLICATION PROCEDURE**

The attached application forms must be used and they may be duplicated. The application, all accompanying documentation, and certification fee must be received at the Massachusetts Firefighting Academy 30 days prior to the applicant's certification expiration period.

The certification fee must be in the form of a personal check, bank draft, money order, municipal check, or municipal purchase order made to the order of the Massachusetts Firefighting Academy Trust Fund. All others will be rejected.

**Massachusetts Public Safety Fire Investigator  
Certification Coalition**  
*Application for Recertification*

**SECTION 1 – APPLICANT DATA**

*Enter the following information.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Home Address: \_\_\_\_\_  
*Street or Post Office Box City State Zip*

Telephone: Home ( \_\_\_\_ ) \_\_\_\_\_ Work ( \_\_\_\_ ) \_\_\_\_\_ Last 4 digits of SS # \_\_\_\_\_

☐ This is a new address and/or phone numbers. Email: \_\_\_\_\_

**SECTION 2 - ELIGIBILITY**

I am a member of one or more of the following:

- ☐ A federal, state, county, or municipal law enforcement department or fire department in the Commonwealth of Massachusetts, compensated or uncompensated.
- ☐ A non-municipal organization whose sole function is to provide a full range of services equivalent to a municipal fire department to a municipality in the Commonwealth of Massachusetts, compensated or uncompensated.
- ☐ Full-time employees of the Massachusetts Department of Fire Services, the Massachusetts Department of Environmental Management, the Massachusetts Port Authority, or the University of Massachusetts.
- ☐ Full-time, civilian (non-military) members of military police or fire departments on installations which are located within the Commonwealth of Massachusetts.

AND:

- ☐ I am appointed/sworn and assigned to participate in fire investigations in the Commonwealth.

***Private fire investigators are not eligible for certification under this system  
operated by the Coalition.***

Current Department or Organization Name: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

**SECTION 3- APPLICANT CONFIRMATION**

I, the applicant, by my signature below attest that all of the above information is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The applicant will be notified by EMAIL regarding their recertification at the EMAIL address  
provided in Section 1- Applicant Data.**

#### **SECTION 4 – CERTIFICATION FEE**

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The certification fee must be in the form of a personal check, money order, bank draft, municipal purchase order, or municipal check to the order of the **MASSACHUSETTS FIREFIGHTING ACADEMY TRUST FUND**.

\_\_\_\_ **\$30.00**    ☐ Personal Check   ☐ Bank draft   ☐ Money Order   ☐ Municipal Check   ☐ Municipal Purchase Order

Submit this application, all accompanying documentation, and the certification fee to:

MPSFICC - Fire Investigator Certification Examination  
Massachusetts Firefighting Academy  
P. O. Box 1025  
Stow, MA 01775

This application, accompanying documentation, and certification fee **MUST** be received at the above address no later than the close of business on the deadline date as listed in the examination schedule.

**Please note: There will be a \$15.00 charge for bounced checks per 801 CMR 408.**

**Certification examination results will be withheld until all certification fees and surcharges (ex. bounced check fees) are paid in full.**

#### **SECTION 5 – RECERTIFICATION**

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Certification for this level will be valid for 5 years. Recertification requirements will include training, experience, and documentation. Details will be provided once certification is awarded.

01-06-2017

NAME \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_

**Massachusetts Public Safety Fire Investigator  
Certification Coalition**

***FIRE INVESTIGATOR ASSIGNMENT AND AFFIDAVIT FOR  
RECERTIFICATION***

By my signature below, I am attesting \_\_\_\_\_  
(candidate's full name)

has held the position of "Fire Investigator" for at least two (2) years immediately

preceding this date and is of good moral character for consideration as a candidate for

Fire Investigator recertification.

**Supervising Authority Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

NAME \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_

## Massachusetts Public Safety Fire Investigator Certification Coalition

## CONTINUING EDUCATION DOCUMENTATION FOR RECERTIFICATION

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A minimum of fifty (50) continuing education hours is required. Training shall be conducted by credible training entities such as but not limited to the Massachusetts Firefighting Academy (MFA), the National Fire Academy (NFA), the Municipal Police Training Committee (MPTC), the Massachusetts State Police Academy (MSPA), the Bureau of Alcohol, Tobacco, and Firearms (ATF), the Federal Bureau of Investigation (FBI), the International Association of Arson Investigators (IAAI), the National Association of Fire Investigators (NAFI), etc. Training must be within the scope of the following topics.

Fire Science, Fire Chemistry, Thermodynamics, Thermometry, Fire Dynamics, Explosion Dynamics, Computer Fire Modeling, Fire Investigation, Fire Analysis, Fire Investigation Methodology, Fire Investigation, Technology, Hazardous Materials, Failure Analysis and Analytical Tools, Fire protection systems, Evidence documentation, collection, and preservation, or Electricity and electrical systems. Specific information on these topics can be found in NFPA 921, *Guide for Fire and Explosion Investigations*.

Also, no more than ten (10) of the fifty (50) continuing education hours may be obtained through documented instruction of the above topics sanctioned by the MFA, IAAI, or NAFI.

Documentation of program completion certificates and instructional time must be provided

[illegible]

NAME \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_

[illegible]

NAME \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_

## Massachusetts Public Safety Fire Investigator Certification Coalition

### ***EXPERIENCE DOCUMENTATION FOR RECERTIFICATION***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Submission of three (3) complete fire/explosion investigation reports the candidate has participated and written within the preceding 5 years.

Date	Location

I, \_\_\_\_\_, attest the attached investigation reports are true, accurate and  
(candidate's name)

subject to the Fraudulent Representation policy of the Coalition.

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Reports shall reflect the scientific method of investigation and follow NFPA 921, "Guide for Fire and Explosion Investigations."

The minimum components of a fire/explosion investigation report shall include.

1. The Investigator's findings of facts and data.
  - a. Date, time, and incident location.
  - b. Date and location of examination(s).
  - c. Date the report(s) were prepared.
  - d. Name(s) of the person(s) requesting the report.
  - e. The scope of the investigation.
  - f. The nature of the report (preliminary, interim, final, summary, or supplementary)
2. The Investigator's expressed opinions based on the findings.
3. The Investigator's reasoning by which each opinion was reached.

Supportive documentation shall include photographs, videographs, time tables, diagrams, maps, overlays, tape recordings, notes, and other related reports.

**Attach fire/explosion investigation reports to this cover page.**